



Office of the City Clerk

Weekly Report – for Week Ending April 6, 2018

OFFICE OF THE CITY CLERK – PROJECT HIGHLIGHTS AND STATUS

Administrative Services

The Personnel Services Division has been working closely with the CAO and Mayor's Office to allocate new positions for the Department of Cannabis Regulation. As a result of this collaboration, recruitment has begun for the following classes: Management Analyst Management Assistant, Office Trainee-Targeted Local Hire, Programmer Analyst, and Public Relations Specialist.

Elections

Youth Outreach

Staff conducted eight classroom presentations at Los Angeles Harbor College, Los Angeles Southwest College, and East Los Angeles College, where they reached 212 students, registered 15 to vote, and collected seven poll worker sign-ups. Staff also participated at the Get Active LA Civic Engagement Day event at Los Angeles Community College, where they reached 100 students and registered 14 to vote. Three high schools have signed up for mock elections, with five pending confirmation.

Faith Based

Staff tabled at the Blessing of the Animals at Paseo de la Plaza, reaching 200 event goers while registering six to vote.

General Community Outreach

Staff tabled at the Sizdeh Bedar (Persian New Year) event where they engaged with 90 attendees and registered five to vote.

In-House Elections

The results for the Election of Employee Members to the Board of Administration of the Department of Water and Power Employees' Retirement Plan was certified and sent to the Department of Water and Power on Wednesday, April 4, 2018. To date, the City Clerk has received 353 ballots for the Election for the Employee Member of the Board of Administration of the Los Angeles City Employees' Retirement System (LACERS). The election will be held on Tuesday, April 10, 2018.

2017 General Municipal Election

The Los Angeles Unified School District reimbursed the City in the amount of \$2,716,093.68 for the conduct of its board member elections in May 2017.

Neighborhood Council Elections

The confirmed the election dates for three Neighborhood Council subdivision elections are as follows:

- Westwood Neighborhood Council (Westwood North): May 22, 2018
- Historic Cultural Neighborhood Council (Historic Cultural North): June 7, 2018
- Wilshire Center-Koreatown (Little Bangladesh/Wilshire Center): June 19, 2018

An online Vote-By-Mail application will be activated on Saturday, April 7, 2018 for the Westwood Neighborhood Council Subdivision Election.



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Council and Public Services

Our very own Brian Walters is retiring after 28 years of City service! He has worked for the Clerk's Office his entire City career and will be deeply missed. His last day is April 4, 2018.

Neighborhood Council (NC) Funding

The NC Funding team is focused on reviewing and processing funding requests in the system, additionally they are reviewing and processing event requests received via email. We are experiencing an increase in spending as we approach the end of the fiscal year. The team has begun preparations this week for the close of fiscal year and priorities will be shifting to ensure that books are closed in a timely manner.

Records Management

The Division has selected a vendor to resume scanning of the City Council files. We anticipate scanning and adding to CFMS before the end of the fiscal year the council files from 1999.

Systems

Staff is performing the final testing of the Neighborhood Council Online Vote-By-Mail (VMB) ballot application portal. Westwood NC is the first scheduled election on May 22, 2018 with the VBM application period starting on April 7, 2018. The portal will go live on Saturday, April 7th.

The Neighborhood Council (NC) Funding 2.0 application development has been completed and currently going through the QA process. The new version will allow staff to manage multiple source of funding in separate accounts from special funds. The NC Funding application was first deployed in July 2017; staff has now processed 4,500 credit card transactions and over 2,500 funding requests.